Colchester Public Schools

9123B

BYLAWS OF THE BOARD

SECRETARY OF THE BOARD

A member of the Colchester Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary of the Board of Education shall:

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. With prior approval from the Board Chair and Superintendent, attend to the official correspondence of the Board including 1) managing, and responding to when relevant, communications addressed to the board; 2) assisting in drafting board statements; and 3) maintaining accurate records of correspondence for posting during public meetings as "communications."
3. Act as signatory for the Board of Education on official documents.

The Board of Education may prescribe additional duties for the Secretary.

Legal Reference:
Connecticut General Statutes
10-218 Officer. Meetings.
10-221 Salaries of secretary and attendance officers.
10-224 Duties of Secretary

(c.f. 9020B - Public Statements)

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019
Bylaw revised: May 10, 2022